

## How Do I Post a New Job Opening

**SCENARIO:** Setup your new job opening.

**STEP 1:** Navigate to Recruiting>Create New Job Opening

**Expected Results:** The "Enter Primary Job Opening Information " page displays.

**STEP 2:** Select "State of Kansas" in the **Company** field and enter the vacancy's Position Number in the **Position Number** field. Tab.

**Expected Results:** The Job Code and Posting Title displays. \*\*Change the Posting Title to a working title if you wish.

**STEP 3:** Click **Continue**.

**Expected Results:** The Job Opening page appears.

**STEP 4:** **Verify** the information that defaulted in is correct. In the **Recruiters** section, search for the name of the Recruiter you wish to assign to this vacancy.

**Expected Results:** The Recruiter's Employee Id will appear under **Recruiter ID**.

**STEP 5:** Click the "**Add Job Postings**" **plus sign** at the bottom of the page.

**Expected Results:** The Job Opening Posting Information page appears.

**STEP 6:** Change the **Posting Title** field to reflect a Working Title if you wish.

**Expected Results:** Working Title will appear on the vacancy posting.

**STEP 7:** Move to the Visible field and choose External, Internal, or Agency for a Posting Type.

**Expected Results:** This field should match the Posting Type field at the bottom of the page.

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**STEP 8:** In the **Description Type** field, choose Responsibilities. Then enter the posting description you want displayed on the State Job Vacancy website in the **Description** field. Add the **Recruiter and Recruiter Contact information** to the Description. Spell check your entry by clicking the spelling icon to the right of the field.

**Expected Results:** Use simple HTML tags to format the text.

**STEP 9:** Set the **Destination** field to 'I'. Enter the **Post Date** and **Remove Date**. OR Enter the **Post Date** and the **Posting Duration**.

**Expected Results:** The Posting Duration field will display the number of days the vacancy will be open. OR the Remove Date will reflect the date the posting will be removed.

**STEP 10:** Click **OK**

**Expected Results:** You will be returned to the Job Posting Information page

**STEP 11:** When you have finished entering and verifying information, click **Ok to Post**.

**Expected Results:** The posting will post to the State Job Vacancy website the evening/night of your posting date.

**STEP 12:** Press **Save and Open**.

**Expected Results:** SHARP automatically assigns a Job Opening ID.